

:HOW TO ACCESS THE HOLY FAMILY WIKI PAGE

1. Go to the Holy Family Webpage
 2. Click on Teacher Pages
 3. Click on Teacher Webpages
 4. You are now on the wikispace page.
 5. Click on Login (user name is **bovairdk** and password is **hfmustangs**)
 6. Click on your page from the list on the left
 7. To add to your page, click the Edit this page tab
 - a. *Add new information to the page by typing it in or by copying and pasting from another file*
 - b. *Insert a pdf file that you created using the Cute PDF program. Click on the button to insert file or image. Browse and find the location of the file on your computer. Upload the file. Then click on it and it will appear on your page where you placed your cursor.*
 - c. *Add a photo by following the same process as above to unload. You may add a caption to the picture easily.*
- Click on the Preview Tab at the top of the page to see what your page will look like
8. If not satisfied, click on continue editing
 9. If satisfied, click on save and you will return to your page as parents will see it.
 10. When finished, please be sure to log out (top right hand corner)

CUTE PDF WRITER

1. Create your document and save as usual.
2. With the file open, select "PRINT".
3. Change the printer to "Cute PDF Writer" and pretend you are sending your file to the printer by clicking ok.
4. A new box will come up, asking where you want to save the file.
Remember where you send it, for you will have to find it when you upload it to wikispaces.